

"We follow in Jesus' footsteps to learn, love, rejoice, grow and forgive together."



St. James' Catholic Primary School



Headteacher: Mr G Hayes
Telephone : 01942 748455
Fax : 01695 227588
enquiries@admin.orrellsaintjames.wigan.sch.uk
www.orrellsaintjames.wigan.sch.uk

St. James' Road,
Orrell,
Wigan,
WN5 7AA

July 2026

Dear Applicant

School Administration Officer Post

Thank you for your interest in the above post. A fantastic opportunity has arisen for someone to join our wonderful school community.

The Governors and I seek to appoint an excellent candidate to work in our school office alongside our School Business Manager.

As stated in the advertisement, there will be an opportunity for interested candidates to visit school. Please book in advance as per the advertisement if you wish to visit school in advance of your application.

However, there is also lots of information available about the school on the school website as well as on our Social Media accounts.



For shortlisted candidates, please note that the interview process will include both some unseen tasks as well as a formal interview.

I look forward to receiving your application.

Yours sincerely
Mr G Hayes
Headteacher



<https://saintjames.sharepoint.com/sites/SchoolAdminTeam/Shared Documents/Word/Job Advertisements/School Admin Officer July 26/Welcome Letter- SAO September 2026.docx>